



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

STAFF SERVICES ANALYST

\$2,873 - \$4,671

ENFORCEMENT BRANCH HEADQUARTERS

HUMAN RESOURCES AND TRAINING UNIT

SACRAMENTO

RESPONSIBILITIES: Under the general supervising of the Staff Manager I, Human Resources and Training Unit, the incumbent performs work of average difficulty in a wide variety of consultative and analytical staff services assignments related to the Enforcement Branch Training Unit, including but not limited to coordinating all training activities for sworn peace officers and non-sworn personnel. Acts as a liaison with the Human Resources Management Division's Training Unit or designee on training issues. Travel throughout State may be required. ***Fingerprinting and background check are required. Free Parking! Close to Light Rail!***

DESIRABLE QUALIFICATIONS:

- Experience in the development of training plans, policies and objectives;
- Experience in the preparation and administration of a training budget;
- Knowledge and/or experience with law enforcement training including POST training requirements;
- Knowledge of POST, Community College, State and private sector training resources and experience in the procurement of such training;
- Ability to handle multiple responsibilities including organizing and prioritizing workload to meet deadlines;
- Customer service oriented; excellent interpersonal skills and ability to work with all levels of the organization;
- Strong skills in Microsoft Applications (i.e. Outlook, Word, Excel, Access and PowerPoint);
- Desire strong skills with database applications such as Oracle, Access, etc.

STATEMENT OF QUALIFICATIONS:

All interested candidates must submit a completed standard State of California application and a Statement of Qualifications in order to be considered for this position. The Statement of Qualifications is a narrative discussion of your education, training, experience, and skills as it relates to the desirable qualifications listed above. The Statement of Qualifications serves as documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.

Resumes do not take the place of the Statement of Qualifications. Applicants who fail to submit the

8/25/14 EMC

DO NOT SUBMIT APPLICATIONS TO CALHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.



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Statement of Qualifications will be eliminated from the selection process.

WHO MAY APPLY:

Applications will be accepted from current State employees at the Staff Services Analyst level, those with transfer eligibility, or those with list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, or certification list eligibility) on the state application.***

All applicants, regardless of the type of eligibility, must provide proof of meeting the minimum qualifications of the classification. To view the minimum qualifications, please visit [CalHR Job Descriptions](#) and type in either the class code or title of the classification for which you are applying.

Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.

APPLICATION PROCEDURE:

Please mail a completed standard [State Application STD 678](#), Statement of Qualifications, and proof of meeting the minimum qualifications of the classification to Eva Crew, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.**

DO NOT EMAIL APPLICATION. Emailed applications will not be accepted. **PLEASE INDICATE “Staff Services Analyst, PSN # 413-189-5157-005” ON THE STATE APPLICATION.**

Applications must be postmarked by the final filing date to be considered. For additional information, please call Eva Crew at (916) 492-3310.

FINAL FILING DATE: September 9, 2014 by 5:00 p.m. – Close of Business

NOTE: Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR for review and the applicant's name may be removed from the eligibility list.

If you are applying for more than one recruitment, a separate State Application (STD. 678) is required for each recruitment for which you would like to be considered.

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